




University of Alberta
Edmonton

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Faculté Saint-Jean Library

Annual Report

April 1, 1987 - March 31, 1988



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1. INTRODUCTION

The year 1987-88 was dedicated to the study on collection development. It was also the year where each unit at the Library finally reached a certain level of independence, where all staff members succeeded in acquiring a certain level of expertise which permitted them to function without having to rely constantly on help from the west campus. It has almost been 5 years since the FSJ Library became integrated to the University Library system. The development stage was long and difficult, and there is still much work to be done. It is believed, however, that the development period is finally over, since all basic services are now established and basic procedures have been developed. It is now important to face the future and hope there will not be too many personnel changes, so that the progress realized in the last few years may continue.

2. ADMINISTRATION

2.1 Personnel

Usha Prasada-Kole, cataloguer, was transferred to the Rutherford Library on May 30th. Jacqueline Girouard, who had already been working at the FSJ Library for one year under the Secretary of State cataloguing project, accepted the position of cataloguer on a temporary basis.

Jeannine de Moissac was hired in August as secretary in a half-time position which had been vacant since April.

Carmen Kotylak left for an educational leave effective September 1st, 1987 until August 1st, 1988. Denis LaFrance, who had worked at the Library under various projects, is working in that position until Carmen's return.

The Library obtained one position as a result of the SEED program during the summer of 1987. Raymonde Houffouet, who had been hired at the beginning of May in that position left at the end of June. She was replaced by Pierre Genest.

Five students were hired in September to keep the Library opened in the evenings and on week-ends during the Fall and Winter sessions. Another student was hired to shelve books returning from circulation. For a complete list of the personnel during 1987-88, see Appendix 2.

In addition to their numerous duties, all staff participated in committee work, not only at the local level, but also at the system and university levels. The committees on which the personnel participated are as follows:

Local level

- Conseil de la Faculté
- Comité de la Bibliothèque FSJ
- Club social de la FSJ
- Comité du développement des collections

System level

- Cataloguing Management Group
- Cataloguing/Database Management Committee
- Alberta Education Indexing Committee
- Computer Search Services Committee
- Dobis User Group
- SPIRES User Group
- Public Services Committee
- Collection Development Committee

- Collections Conservation Committee
- Disaster Contingency Group
- Library Tenure Committee
- Library Council
- Staff Travel Committee
- Area Coordinators Meetings
- Library Management Planning Retreat

University level

- NASA Council
- General Faculties Council (until June only)

In addition to committee work several staff members were involved as resource people in various workshops, courses, or presentations which were offered throughout the year. Jacqueline Girouard attended the seminar on the new copyright law. On March 25, she made a presentation to the Faculté Council regarding the implications of this new law and how it will affect universities. The new law will most likely be effective by the fall of 1988.

On May 23, Michel Boucher and Estelle Dubeau in collaboration with Sylvia Landry gave a workshop on the use of a micro-computer in a school library. The workshop was sponsored by the Continuing Education sector. Michel also made two presentations to Alberta Vocational Centre students enrolled in the program "Techniques d'administration du bureau". These presentations were made as part of the courses "Méthodes d'analyse et de résolution de problèmes" and "Télécommunications en techniques de bureau". On July 28, he gave a demonstration on how to search TERMIUM and "La Banque de terminologie du Québec" to university librarians as part of the Tastee Bytes series. In November, he participated in a series

of workshops offered by the Faculté on the multiple uses of the micro-computer, where he made a presentation on the use of a micro-computer in reference searching.

On May 14, Juliette Henley gave a workshop in Saint-Isidore on the organization of a public library. She prepared a manual to be used in conjunction with the workshop. On July 9, she made a presentation on the history of French publishing in Canada to Professor Brundin's class at the School of Library Science. She also conducted an initiation session to the FSJ Library for a group of library staff from the west campus, on August 19.

Diane DeLongchamp participated in an exchange program where she contributed two hours per week during the summer of 1987 to the reference/information desk at the Information and Reserve Centre in Cameron.

Staff attended several conferences and workshops throughout the year; the most important are as follows:

- AUPELF Conference - University of Ottawa, April 30-May 2.
- REFCATTS workshop- Edmonton, May 21
- Workshop on "La Francophonie albertaine" - Faculté Saint-Jean, May 23.
- Planning retreat - Edmonton, May 26-27
- CLA Conference - Vancouver, June 11-16
- ALA Conference - San Francisco, June 26-July 2
- CEFCO Conference - Faculté Saint-Jean, Oct. 16-17
- The Alberta Society of Archivists Conference - Grande Prairie, October 23-24
- Indexing Workshop - Edmonton, Nov. 20

2.2 Budgets

The operational budget is outlined in Appendix 4. Operational expenses show a slight increase over last year.

In spite of budgetary restrictions, the FSJ Library succeeded in obtaining several of its capital budget requests in 1987-88 from the Library System and especially through funds allocated by the Faculté Saint-Jean and by the Secretary of State. For a complete list of items obtained in 1987-88, see appendix 5.

An amount of \$35,000.00 was allocated by the Library System to the base materials budget. The FSJ Library received a supplementary amount of \$4,895.38 from the Secretary of State through its cataloguing project. That amount had been received during the preceding year but was transferred to the 1987-88 budget since the cataloguing tools ordered had not yet been received. In addition, the Faculté Saint-Jean allocated \$14000.00 to the Library from Secretary of State funding towards the enhancement of the education collection in order to support the two advanced diploma programs. The total materials budget was therefore \$53,895.38, an increase of 43% over the preceding year (see table 12 in appendix 1). The base budget along with the allocations and expenses of the various disciplines are outlined in appendix 6. The Library succeeded in not surpassing the proportion of 60/40 between its serials expenditures and its monograph expenditures, therefore expenditures for serials did not increase in 1987-88 (see table 13 in appendix 1). In order to achieve this, no new titles for serials were ordered, 5 titles were cancelled and one title ceased publication.

An amount of \$2500.00 was allocated for bindery. Table 10 indicates that the Library spent only \$2,077.65 of its allocation, a decrease of 15%. The bindery shipment schedule changed during the course

of 1987-88 resulting in only 4 shipments as opposed to 5. However, a supplementary shipment will be scheduled in the coming year.

2.3 Outside Funding

During 1987-88, the Secretary of State changed its way of handling requests which were submitted to them. Instead of approving each request individually, they combined all requests related to the Faculté, including the one from the Library, into one large project. They gave the Faculté a global amount (less than what had been requested) and delegated to the Faculté the difficult task of distributing these funds to the various sectors.

The Dean allocated an amount of \$5700.00 towards the submission that the Library had made in April 1987 on its needs for additional equipment and furniture. These needs resulted from the automation of the operations in the cataloguing and acquisitions sectors.

From now on, submissions by the Library to the Secretary of State will therefore be made through the Faculté and not through the Library System.

2.4 Space-Building

There were no changes to the space within the Library in 1987-88. The Library obtained a storage room located in the old kitchen area to keep various items which the library might not be using presently, and to store boxes of old books which the staff have not yet had time to evaluate.

A section of shelving in the general collection area was reserved for reference books. There was no more room to add new titles in the reference room, therefore space had to be created in the general stacks area to add these new volumes.

Users continue to complain about the lack of space available for studying and about the heat within the study rooms, however nothing can be done. No suitable solution was found to solve the problem of lack of space for reading current periodicals.

2.5 Other Activities

Two library students did their field work at the FSJ Library. Dominique Keifer, a student from the library technician's program at Grant MacEwan Community College, spent 3 weeks in April working in the various units. Guy Michaud, a student in the Master's program at the School of Library Science did his reference practicum at FSJ. He spent 12 hours at the reference desk and 8 hours preparing an annotated bibliography entitled Enseignement en milieu minoritaire ou en contexte d'immersion française: Apprentissage dans une langue seconde.

The University Library Council met at FSJ on March 23 with the intention of creating more awareness among west campus librarians about the Faculté Saint-Jean and the FSJ Library. Gratien Allaire spoke about the history of francophones in western Canada while Jean-Antoine Bour spoke more specifically on the mandate of the Faculté Saint-Jean.

A request for 2 additional positions, one in acquisitions and one in circulation was prepared and submitted to the Library System. In addition, a request was made to change the cataloguer's position temporary status to a permanent status. Requests for positions under SEED, STEP and the Library Internship programs were also submitted to the University Library Administration, to allow the FSJ Library to continue its progress in the Technical Services area during the summer of 1988.

A study of all statistics kept by the Library was conducted during August resulting in a complete revision of the 3 statistics forms.

A circular letter was sent to all professors and students in September providing answers to all suggestions and comments which were made during the annual evaluation of the Library's services conducted in March.

3. COLLECTIONS

3.1 Retrospective Development Project

The study for a retrospective collection development project was completed in February. Conducted by the library personnel in collaboration with the Faculté professors, the study helped to identify the gaps in the core collection. The results of the study were documented and a request for funds was submitted to the University Library Administration. The request to fund the retrospective collection development project, that is to fill the gaps in the core collection, amounted to \$250,000.00 to \$300,000.00 over a period of 5 years.

In addition, the study indicated the annual needs for documentation in order to maintain the collection up to date and provided justifications for a higher and a more realistic annual budget. While an average of \$176.98 per student was spent on library materials on the west campus during 1987-88, the average per student at the FSJ Library was only \$80.65 per student. In addition there was another substantial increase of 21% in the number of enrolments at the Faculté Saint-Jean over the preceding year (see table 1 in appendix 1). From 1983 to 1987 enrolments at the Faculté increased 65% in comparison with a 12% increase on the west campus. Finally, several new courses have been added to the Faculté calendar. Evidently, it was not difficult to justify an annual budget of \$85,000.00 which is the amount which was officially requested for the annual materials budget.

3.2 Collection Enrichment

An entente was reached between the Oblate Fathers and the University of Alberta stipulating that the Oblate collection would be lent to the Faculté Saint-Jean for a period of 25 years. The collection was received in March and was placed in a storage room. This summer it will be organized by the library personnel in broad subject categories, transported and shelved on the new compact shelving units in the special collection's room. The room was lately renovated to insure greater security. A ceremony to thank the Oblate Fathers will be held either in the Fall or in the Spring of next year. An article will be published in Folio to create awareness about this long term loan by the Oblates and to encourage researchers to come and consult the collection.

To commemorate this event, a motion to name the special collections room "Salle Durocher" was passed by the Library Committee and presented to the Faculté Council. Father Durocher, an Oblate Father, was the first professional librarian appointed to the FSJ Library. Naming the room after him will help to recognize his years of devotion at the Faculté as well as recognize the important contribution made to the Faculté by the Oblate Fathers.

3.3 Collection Management

The responsibility for orders in all disciplines offered at the Faculté was divided among the four librarians in 1987-88. The librarians act as liaison persons to the professors of the disciplines which have been assigned to them. They communicate with them with respect to orders and the awareness service. When it is impossible for a professor to participate in the selection process for his/her discipline(s), the librarian responsible for that discipline does the selection work. The Library

appreciates tremendously the collaboration of professors towards selection work. Without their important contribution, it would be difficult for the library academic staff to succeed in doing all the selection work.

Due to exterior funding which increased the available funds for materials, the Library was able to acquire more monographs in 1987-88, that is 399 more titles representing 475 more volumes than the preceding year (see table 9). However the Library received less items in microform format. Approximate numbers are given for serials. A study of these publications was started during 1987-88, but unfortunately it is not yet finished. The number of 256 serial titles, therefore, does not constitute an increase over the 239 subscriptions reported last year, since no new titles were ordered; rather this number represents a more accurate figure of what is received. Exact figures have not yet been established to differentiate between the number of standing orders as opposed to the number of periodicals which the Library actually receives.

The Library received 1158 volumes in donation during the year but kept only 731 volumes estimated at a value of \$7,914.00. All donations were verified and evaluated by Estelle Dubeau. They were entered in the automated received file to facilitate bibliographic verification until they are catalogued, and to permit the production of lists by the name of the donor.

Table 10 shows that a total of 325 documents were bound, that is 32 monographs and 293 periodical volumes.

Table 11 illustrates the totality of the FSJ collection which stands at 67,940 titles representing 100,165 items.

4. PUBLIC SERVICES

4.1 Circulation

The hours of opening of the library remained the same as the preceding year, that is from 8:30 to 22:30 from Monday to Friday and from 11:00 to 18:00 on Saturday and Sunday for a grand total of 84 hours of service per week during the Fall and Winter sessions.

External circulation of books increased by 7% while the internal circulation of books decreased by 17% from last year. The reverse happened with periodicals; the external circulation of periodicals decreased by 9% while the internal circulation went up by 13%. Circulation of reserve materials decreased slightly by 1%. In general the total circulation of materials decreased by 3%. For more details, consult table 3 in appendix 1.

Table 4 shows that the turnstile statistics went down by 38% from the preceding year while the average of people using the study rooms at any one time during opening hours remained at about the same level as last year, that is 10 people.

It is difficult to explain this decrease in circulation since there was an increase in the number of students enrolled at the Faculté.

With regards to interlibrary loans (see table 5), 66 requests were made to libraries on the west campus, an increase of 100% over last year. However, only 36 requests were made to libraries outside the U of A system, a decrease of 42%. The FSJ Library lent 4 documents to libraries in the system and 7 documents to libraries outside the system. Even though the number of loans made to other libraries was not enormous, it is evident that due to the automated catalogue, the FSJ collection is starting to be known.

4.2 Reference

Contrary to the decreases experienced in circulation, the consultation of the library personnel by users really increased over the preceding year. Table 6 shows increases of 49% for directional questions, 4% for quick reference and 39% for extended reference questions. The hours of reference service remained at 20 hours per week, that is from 16:00 to 20:00 on Monday and Tuesday, from 13:00 to 17:00 on Wednesday and Thursday and from 12:00 to 16:00 on Friday. While these advertised hours were not extensive, the reference librarian often made himself available for consultation outside of these hours, and the staff at the information/circulation desk were always available to answer inquiries.

Automated searches increased by 29% as illustrated in table 7. It is interesting to note that the increases occurred with the French data bases while there was a decrease in the usage of BRS, an American data base which operates in the English language.

In spite of an increase in the number of initiation sessions offered by the library as illustrated in table 8, the level of attendance was not too impressive once again this year, since only 66 students attended. Since there were 199 new students, it is evident that the Library failed in reaching those students. Fortunately, there were 3 specialized sessions where the Library was able to reach 73 students. These specialized sessions occur when a professor makes a specific request to the Reference Librarian for a class session. The session is usually oriented towards a specific discipline. Three sessions were offered to exterior groups.

4.3 Annual Evaluation of Library Services

The annual evaluation was conducted again this year by Michel Boucher, in order to obtain a just and objective analysis of the services

that the Library offers to its patrons. The questionnaires were returned by 15% of the professors and 9% of the students. The level of participation in the survey was very low in spite of an excellent distribution as well as numerous encouragements given to the users by the library personnel.

The majority of users were generally satisfied with the collection, reference service, automated searches and the hours of opening. Several respondents had never used any of the library guides nor any of the bibliographies. Others had consulted them but very infrequently. It will therefore be important to evaluate these guides to determine whether this service is really needed or whether the production of the guides could be done in different formats.

Suggestions and complaints were made with respect to various services. One dealt with the fact that the Subject Catalogue is very confusing since it is divided in two sections: English subjects and French subjects. This indicates the need to put a high priority on the retroconversion project in the cataloguing unit. The photocopier has been a source of frustration for everybody since it was often out of order. One suggestion was to produce lists of items on reserve by the name of the professor. Another person wanted reference service available on week-ends.

Several suggestions and complaints were identical to those received last year, such as fines being too high for materials on reserve, a need to improve the Science collection, the FSJ catalogue should be on Dobis, a service to return books to the main campus, prevent people from withdrawing all the books on a given subject, more hours of opening on week-ends, no space to read current periodicals, too stuffy, too hot, the air circulation unit makes too much noise, lack of space to work, etc.

When reading over these complaints, it is not too surprising that the Library has experienced some decreases in the usage of its services. There are no solutions to many of these complaints as long as the Library will continue to be in this location.

A circular letter will be prepared during the summer to try and provide answers to all of the comments, and it will be distributed in September.

5. TECHNICAL SERVICES

5.1 The Enhancement Project

The project to improve the technical services operations as well as to catalogue the special collection officially ended on May 31, 1987. The Library had received grants of \$34,338.18 in 1985-86 and \$111,964.00 in 1986-87 from the Secretary of State towards that project. Even though the special collection was not catalogued in its entirety, much progress was made in the Technical Services area as a result of that project.

In summary, a procedures manual was developed, some important cataloguing and classification tools were acquired, the control of authorities was automated, a catalogue on microfiches became a reality and copies were distributed on campus west, a retroconversion project of the authorities files was completed, a retroconversion project of all entries in the card catalogue was started. In addition, the personnel succeeded in increasing the FSJ data base from 1500 bibliographic records at the beginning of the project to 7,540 records at the end of the project. A total of 1600 authority records were also added to the data base. Furthermore the staff succeeded in clearing all the backlog of new books awaiting cataloguing. A final report to justify the 1986-87 expenses was prepared and submitted to the Secretary of State in June 1987.

5.2 Work Accomplished in 1987-88

The decreases indicated in tables 14 and 15 with respect to the work accomplished in the Technical Services area, do not represent a sudden lack of efficiency by the staff, rather it reflects the reduction in personnel after the enhancement project was finished.

The unit succeeded in cataloguing 3,552 titles for which 7,368 volumes were processed. The staff also prepared 1,166 new authority entries, corrected more than 368 records and added more than 131 volumes or added copies to records already in the database. They catalogued all serial titles which did not yet appear in any catalogues, that is 281 titles. Serial cataloguing is a lot more tedious and lengthy than monograph cataloguing. A policy with regards to the organization and processing of government documents was developed. The staff also succeeded in cataloguing 430 government documents. Even though the project to catalogue the special collection has come to an end, plans were made so the work will continue one day a week. The large collection of donations was organized in broad subject areas and plans were developed to start the cataloguing of that collection as well.

Thanks to the position obtained under the SEED program, the retroconversion project was continued; 1,572 records were deposited in the FSJ data base as a result.

With regards to data input, 3,557 bibliographic records and 1,166 authority records were added to the FSJ data base for a grand total of 4,723 records. Total records in the FSJ data base now stand at 11,451, that is 8,810 bibliographic records and 2,641 authority records.

In addition to the numerous tasks in Technical Services, the staff from that unit contributed a lot of time towards public services either at

the information/circulation desk or in reference. The two librarians also accepted some of the responsibilities for collection development.

6. CONCLUSION

The year 1987-88 was a profitable one. The library staff must be congratulated for their hard work and their services to the users. Much gratitude is expressed to the Director of Libraries, Peter Freeman, to his personnel, to the Dean of the Faculté, Jean-Antoine Bour, to the members of the "Comité de la Bibliothèque" and to all Faculté personnel for their patience, their advice and their constant support.

Prepared by

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Head Librarian

STATISTIQUES D'INSCRIPTIONS/ENROLMENT STATISTICS

Tableau 1/ Table 1

Etudiants à la FSJ / FSJ Students

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Temps plein / Full time	380	465	+22%
Temps partiel / Part-time	32	33	+ 3%
	<hr/>	<hr/>	<hr/>
Total	412	498	+21%

Tableau 2 / Table 2

Nouveaux étudiants / New students

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Temps plein / Full time	148	194	+31%
Temps partiel / Part-time	3	5	+67%
	<hr/>	<hr/>	<hr/>
Total	151	199	+32%

STATISTIQUES DES SERVICES PUBLICS/
PUBLIC SERVICES STATISTICS

Tableau 3 / Table 3

Prêt / Circulation

Prêt externe / External Circulation	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
-Livres/Books	8873	9458	+ 7%
-Périodiques / Periodicals	1040	943	- 9%
-Total du prêt externe/ Total external circulation	9913	10,401	+ 5%
Réserve / Reserve	2626	2,596	- 1%
Prêt interne / Internal Circulation			
- Livres/Books	8394	6,996	-17%
-Périodiques/Periodicals	1951	2,202	+13%
-Total du prêt interne/ Total internal circulation	10,345	9,198	-11%
Grand total	22,884	22,195	- 3%

Tableau 4 / Table 4

Usagers de la Bibliothèque / Users of the Library

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Entrées à la bibliothèque / Turnstiles	68,821	42,838	- 38%
Moyenne du nombre de personnes dans les salles d'études / Average number of people in study rooms.	10.7	10	- 7%

Tableau 5/Table 5

Prêt entre bibliothèques/Interlibrary Loan

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Demandes de prêt entre départements/ Departmental loan requests	33	66	+100%
Demandes de prêt entre bibliothèques/ Interlibrary loan requests	62	36	- 42%
Livres retournés au campus principal/ Books returned to main campus	130	117	- 10%
Prêts au réseau par FSJ/Loans to system by FSJ	—	4	+400%
Prêts à l'extérieur/Loans to outside libraries	1	7	+600%

Tableau 6/Table 6

Service de référence/Reference Service

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Demandes directionnelles/ Directional questions	716	1066	+49%
Consultations rapides/ Quick references	658	686	+4%
Consultations approfondies/ Extended references	1719	2390	+39%

Tableau 7/Table 7

Recherches automatisées/Automated searches

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
<u>Systèmes d'information</u> <u>Information Vendors</u>	<u>Recherches/</u> <u>Searches</u>	<u>Recherches/</u> <u>Searches</u>	
-Informatèque	48 (102)	62 (127)	+ 29%
-BRS	26 (48)	22 (60)	- 15%
-BTQ	10 (10)	22 (22)	+120%
-Centrale des Bibliothèques	1 (1)	9 (10)	+800%
-Infopuq	5 (5) + 6 conférences	0 (0) + 25 conférences	-100%
-Spires	1 (1)	1 (1)	0%
-Termium	12 (12)	17 (17)	+ 42%
Total	103 (179) + 6 conférences	133 (237) + 25 conférences	+ 29%

Note: Les chiffres entre parenthèses représentent le nombre de bases de données consultées. /
Numbers in parentheses represent the number of data bases searched.

Tableau 8 / Table 8

Sessions d'initiation à la Bibliothèque / Library Instruction Programs

	<u>Sessions</u>			<u>Etudiants / Students</u>		
	<u>86-87</u>	<u>87-88</u>	<u>%</u>	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Initiations générales/ Basic orientations	7	9	+29%	54	66	+22%
Initiations spécialisées Specialized orientation	3	3	0	87	73	-16%
Groupes externes/ External groups	2	3	+50%	52	76	+46%
Total	12	15	+25%	193	215	+11%

STATISTIQUES DE LA COLLECTION / COLLECTION STATISTICS

Tableau 9 / Table 9

Acquisitions-Réceptions/ Acquisitions-Receipts

<u>MONOGRAPHIES/MONOGRAPHS</u>	<u>1986-87</u>		<u>1987-88</u>	
	<u>Titres /</u> <u>Titles</u>	<u>Unités/</u> <u>Items</u>	<u>Titres/</u> <u>Titles</u>	<u>Unités</u> <u>Items</u>
<u>Collection générale/General collection</u>				
-Réguliers/Regular	1010	1092	1203	1316
-Envois d'office/Blanket orders	--	--	18	18
-Dons/Donations*	500	500	688	731
-Continuations de monographies/ Monographs continuations	--	0	----	2
Total	1510	1592	1909	2067
<u>Publications officielles/</u> <u>Government Documents</u>	1368	1472	903	980
<u>Microformes/Microforms</u>				
-Microfilms	**	694	**	802
-Microfiches	**	2049	**	0
Total	**	2743	365	802
<u>Audio-visuel/Audio-visual</u>	0	0	1	1
TOTAL DES MONOGRAPHIES/ TOTAL OF MONOGRAPHS	2878	5807	3178	3850
<u>PUBLICATIONS EN SERIE/SERIALS ***</u>				
<u>Renouvellements/Renewals</u>				
-Périodiques/Periodical	204	3331	256	2633
-Commandes permanentes/Standing orders	35	161	(inclus ci-haut)	14
-Microfilms	**	(inclus avec monographies)	included in above)	191
-Microfiches	**	(included with monographs)		543
-Publications officielles/Gov't documents	95	1341	95	1423
Total	334	4833	351	4804
<u>Nouveaux titres/New titles</u>				
-Périodiques/Periodicals	4	16	0	0
-Comm.Per./S.O.	0	0	0	0
-P.O./Gov. Doc.	0	0	0	0
-Microformes/Microforms	0	0	0	0
Total	4	16	0	0
TOTAL DES PUBLICATIONS EN SERIE/TOTAL SERIALS	338	4849	351	4804

NOTES

* Valeur des dons/Value of donations: 1986-87 - \$8,829.75
1987-88 - \$7,914.00

En plus des dons gardés nous avons reçu et vérifié 357 titres (427 volumes) que nous n'avons pas gardés./Besides the donations kept we received and verified 357 titles (427 volumes) which we did not keep.

** L'information n'est pas disponible./ The numbers are not available.

*** Puisque l'étude des publications en série n'est pas encore complétée, les chiffres sont approximatifs./ Since the study of serials is not yet completed, statistics are estimates.

Tableau 10 / Table 10

Reliure / Bindery

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Livres/Books	13	32	+146%
Périodiques/ Periodicals	368	293	- 20%
	<hr/>	<hr/>	<hr/>
Total	381	325	- 15%
Allocation	\$2,500.00	\$2,500.00	0
Dépensé/Spent	\$2,435.75	\$2,077.65	- 15%

Tableau 11 / Table 11
Collection totale / Total Collection

	<u>1986-87</u>		<u>Ajoutés en/Added in</u> <u>1987-88</u>		<u>TOTAL</u>	
<u>MONOGRAPHIES</u>	<u>Titres/</u> <u>Titles</u>	<u>Unités/</u> <u>Items</u>	<u>Titres/</u> <u>Titles</u>	<u>Unités/</u> <u>Items</u>	<u>Titres/</u> <u>Titles</u>	<u>Unités/</u> <u>Items</u>
Collection générale/ General collection	42,819	56,522	1,909	2,067	44,728	58,589
Collection spéciale/ Special collection	11,907	15,717	0	0	11,907	15,717
Microformes/Microforms	3,517	9,708	365	802	3,882	10,510
- Microfilms	(16)	(19)	(0)	(0)	(16)	(19)
- Microfiches	(3501)	(9,689)	(365)	(802)	(3,866)	(10,491)
Audio-visuel/Audio-visual	0	0	1	1	1	1
Publications officielles/ Government documents	<u>6,000</u>	<u>7,920</u>	<u>903</u>	<u>980</u>	<u>6,903</u>	<u>8,900</u>
TOTAL DES MONOGRAPHIES/ TOTAL MONOGRAPHS	64,243	89,867	3,178	3,850	67,421	93,717
<u>PUBLICATIONS EN SERIE/SERIALS</u>						
Collection générale/General collection	344	2,597	0	293	344	2,890
Collection spéciale/Special collection	*	*	0	0	*	*
Microformes/Microforms	80	2,824	0	734	80	3,558
- Microfilms	(69)	(1,215)		(191)	(69)	(1,406)
- Microfiches	(11)	(1,609)		(543)	(11)	(2,152)
Publications officielles/ Government documents	<u>95</u>	<u>**</u>	<u>0</u>	<u>**</u>	<u>95</u>	<u>**</u>
TOTAL DES PUBLICATIONS EN SERIE/TOTAL SERIALS	<u>519</u>	<u>5,421</u>	<u>0</u>	<u>1,027</u>	<u>519</u>	<u>6,448</u>
<u>TOTAL DE LA COLLECTION/ TOTAL COLLECTION</u>	64,762	95,288	3,178	4,877	67,940	100,165

NOTES

- * - La répartition entre monographies et périodiques n'est pas connue donc le nombre de périodiques est inclus dans le nombre de monographies.
- Separate statistics were not kept for periodicals, therefore the number of periodicals is included in the number of monographs
- ** - Puisque les numéros des périodiques des publications officielles n'ont pas encore été reliés, le nombre de volumes n'est pas disponible.
- Since the issues of the government documents periodicals have not yet been bound, the number of volumes is not available.

Date		Description		Amount	
1900	Jan 1	Balance		100.00	
1900	Jan 15	Interest		1.00	
1900	Feb 1	Interest		1.00	
1900	Feb 15	Interest		1.00	
1900	Mar 1	Interest		1.00	
1900	Mar 15	Interest		1.00	
1900	Apr 1	Interest		1.00	
1900	Apr 15	Interest		1.00	
1900	May 1	Interest		1.00	
1900	May 15	Interest		1.00	
1900	Jun 1	Interest		1.00	
1900	Jun 15	Interest		1.00	
1900	Jul 1	Interest		1.00	
1900	Jul 15	Interest		1.00	
1900	Aug 1	Interest		1.00	
1900	Aug 15	Interest		1.00	
1900	Sep 1	Interest		1.00	
1900	Sep 15	Interest		1.00	
1900	Oct 1	Interest		1.00	
1900	Oct 15	Interest		1.00	
1900	Nov 1	Interest		1.00	
1900	Nov 15	Interest		1.00	
1900	Dec 1	Interest		1.00	
1900	Dec 15	Interest		1.00	
1900	Total			12.00	
1900	Balance			112.00	

This is a statement of the account of the above named person, and is not to be used as evidence in any court of law. It is subject to the audit of the Comptroller of the Treasury, and the same may be corrected or amended at any time.

STATISTIQUES DU BUDGET MATERIAUX /
MATERIALS BUDGET STATISTICS

Tableau 12 / Table 12

Fonds disponibles / Funds available

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Budget de base/ Base budget	35,000.00	35,000.00	
Budget supplémentaire pour augmentation d'inscription/ Supplementary budget for increased enrolment	2,000.00	-----	
Fonds du Secrétariat d'Etat/ Secretary of State Funds	-----	4,895.38 14,000.00*	
Fonds AEEF/AEEF funds	721.58	**	
Dons en argent/Donations in cash	-----	-----	
	<u>\$37,721.58</u>	<u>\$53,895.38</u>	<u>+43%</u>

Notes:

- * - Un montant de \$25,000.00 provenant du Secrétariat d'Etat a été attribué par la Faculté à la Bibliothèque et au Centre de documentation pédagogique afin d'appuyer les deux diplômes de perfectionnement en éducation. Puisque ce montant a été conjointement dépensé par le Centre et la Bibliothèque, le montant de \$14,000.00 est approximatif.
- An amount of \$25,000.00 from the Secretary of State was attributed by the Faculté to the Library and the "Centre de documentation pédagogique" to support the two diploma programs in French and immersion education. Since this fund was jointly spent by the Library and "Le Centre", the amount of \$14,000.00 is an approximate amount.
- ** - Même s'il y avait des fonds disponibles au compte AEEF, aucune commande n'a été faite contre ces fonds.
- Even though there were some funds available in the AEEF account, no orders were made against these funds.

Tableau 13 / Table 13

Périodiques et commandes permanentes / Periodicals and standing orders

	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Montant dépensé/ Amount spent	\$20,635.48	\$20,637.60	0

STATISTIQUES DES SERVICES TECHNIQUES/TECHNICAL SERVICES STATISTICS

Tableau 14 / Table 14
Le catalogage / Cataloguing

<u>Titres catalogués/Titles catalogued</u>	<u>86-87</u>	<u>87-88</u>	<u>% Δ</u>
Notices originales/Original records	1,148	1,039	-9%
Notices dérivées/Derived records	2,589*	1,759	-32%
Notices retro/Recon records	<u>750</u>	<u>754</u>	<u>-1%</u>
Total des titres catalogués/ Total titles catalogued	4,487*	3,552	-21%
<u>Autorités/Authorities</u>			
Nouvelles entrées/New entries	1,475	1,166	-21%
<u>Corrections/Corrections</u>			
Notices d'autorité/Authority records	-----	57**	
Notices bibliographiques/ Bibliographic records	<u>-----</u>	<u>311**</u>	
Total	-----	368**	
<u>Copies ou volumes supplémentaires/ Added copies or volumes</u>			
Monographies/Monographs	-----	36**	
Publications en série/Serials	<u>-----</u>	<u>95**</u>	
Total	-----	131**	
<u>Recherches dans UTLAS/UTLAS searches</u>			
Titres trouvés/Titles found	-----	2,737**	
Titres non-trouvés/Titles not found	<u>-----</u>	<u>663**</u>	
Total	-----	3,400**	
<u>Nombre de catalogueurs/Cataloguing staff</u>	3.5	3	-14%
<u>Heures de travail/Hours of work</u>			
Nombre d'heures passées aux activités du catalogage/Number of hours spent on cataloguing activities	-----	1,937**	
Nombre d'heures passées aux autres activités/*** Number of hours spent on other activities***	<u>-----</u>	<u>2,938**</u>	
Total	-----	4,875**	

Notes:

- * - Inclus les copies et volumes ajoutés aux notices ainsi que le nombre de corrections./ Included added copies and volumes added to records as well as corrections.
- ** - Statistiques gardées de septembre 1987 à mars 1988 seulement./ Statistics kept only from September 1987 to March 1988.
- *** - Les autres activités comprennent les réunions, la correspondance, le travail de comité, le travail aux services publics, le travail de développement des collections, la formation du personnel, les lectures de manuels, l'administration, et les absences./ Other activities include meetings, correspondence, committee work, public services work, collection development, staff training, readings of manuals, administration and absences.

Tableau 15 / Table 15
Titres catalogués par collection et la préparation matérielle du livre/
Titles catalogued by collection and processing statistics

<u>Collection générale/General collection</u>	<u>86-87</u>	<u>87-88</u>
- Monographies/Monographs	3,309	1,768 (2,012)
- Publications en série/Serials	<u>1</u>	<u>263</u> (4,364)
- Total	3,310	2,031 (6,376)
<u>Publications officielles/Government documents</u>		
- Monographies/Monographs	0	422 (436)
- Publications en série/Serials	<u>0</u>	<u>8</u> (8)
- Total	0	430 (444)
<u>Microformes/Microforms</u>		
- Microfilms - Monographies/Monographs	0	0
- Publications en série/Serials	0	0
- Microfiches - Monographies/Monographs	0	0
- Publications en série/Serials	<u>0</u>	<u>0</u>
- Total	0	0
<u>Collection spéciale/Special Collection</u>		
- Monographies/Monographs	427	327 (388)
- Publications en série/Serials	<u>-</u>	<u>10</u> (29)
- Total	427	337 (417)
<u>Notices rétro/Recon records</u>		
- Total	750	754
<u>Copies ou volumes supplémentaires/Added copies or volumes</u>		
- Monographies/Monographs		(36)*
- Publications en série/Serials		(95)*
- Total		(131)*
Grand total des titres catalogués/ Grand total of titles catalogued	4,487	3,552
Grand total des unités cataloguées (la préparation matérielle du livre)/Grand total of items catalogued (items processed)		(7,368)

Notes

- Les chiffres entre parenthèses représentent le nombre d'unités cataloguées et traitées/The numbers within parentheses represent the number of items catalogued and processed.

* - Statistiques gardées de septembre 1987 à mars 1988 seulement/Statistics kept only from September 1987 to March 1988.

Tableau 16 / Table 16

	<u>Entrée des données/Data Input</u>		
	<u>86-87</u>	<u>87-88</u>	<u>%△</u>
Notices bibliographiques régulières/ Regular Bibliographic records	3,087	2,817	- 9%
Notices rétro/Recon records	750	740	- 1%
Total des notices bibliographiques ajoutés à la base FSJ / Total bibliographic records added to the FSJ database	3,837	3,557	- 7%
Notices d'autorité/Authority records	1,475	1,166	-21%
Nombre de personnes pour l'entrée des données/Number of staff in data input	2	1.25	-38%

Tableau 17 / Table 17

Total des notices dans la base FSJ / Total records in the FSJ database

	<u>Notices bibliographiques</u> <u>Bibliographic records</u>			<u>Notices d'autorité</u> <u>Authority records</u>	<u>Total</u>
	<u>Régulières/</u> <u>Regular</u>	<u>Retro/</u> <u>Recon</u>	<u>Total</u>		
84-85	484	-	484	-	484
85-86	932	-	932	-	932
86-87	3,087	750	3,387	1,475	5,312
87-88	2,817	740	3,557	1,166	4,723
Grand total	7,320	1,490	8,810	2,641	11,451

LIBRARY PERSONNEL

APRIL 1, 1987 - March 31, 1988

Permanent positions

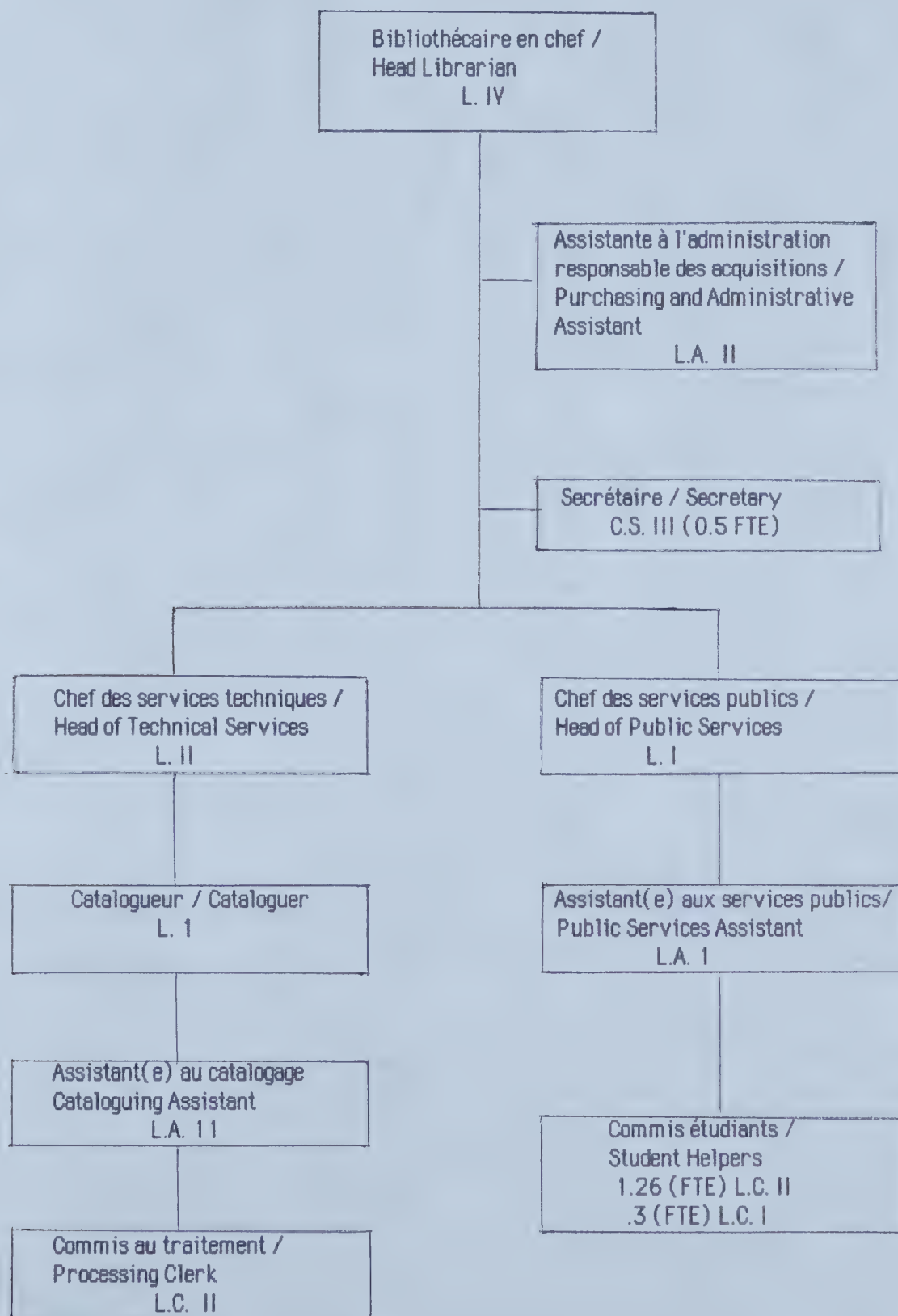
Bennett, Jeanne	April 1983-	Library Assistant - Cataloguing
Boucher, Michel	August 1984-	Head of Public Services
Bugeaud, Danielle	April 1986-	Head of Technical Services
DeLongchamp, Diane	November 1983-	Library Assistant-Public Services
de Moissac, Jeannine	August 1987-	Secretary
Dubeau, Estelle	August 1979-	Purchasing/Administrative Assistant
Henley, Juliette	October 1983-	Head Librarian
Kotylak, Carmen	September 1984-Aug. 1987	Clerk - Cataloguing
Prasada-Kole, Usha	January 1984-May 1987	Cataloguer

Temporary Positions

Audet, Diane	September 1986-	Student helper
Gallagher, Daniel	September 1986-	Student helper
Genest, Pierre	July 1987-August 1987	SEED Program
Girouard, Jacqueline	May 1986-June 1987 July 1987-	Special Collection Project funded by the Secretary of State Temporary Cataloguer
Houffouet, Raymonde	May 1987-June 1987	SEED Program
LaFrance, Denis	March 1987-June 1987 September 1987-	Special Collection Project funded by the Secretary of State Temporary Clerk-Cataloguing
Larochelle, Paulin	September 1985-April 1987	Student helper
Lavoie, Eric	September 1986-	Student helper
Michaud, Guy	September 1987-	Student helper
Roux, Caroline	September 1987-	Student helper
Vachon, Johanne	September 1986-	Student helper
Wright, David	September 1985-April 1987	Student helper

BIBLIOTHEQUE FACULTE SAINT-JEAN LIBRARY

ORGANIGRAMME / ORGANIZATION CHART



DEPENSES OPERATIONNELLES / OPERATIONAL EXPENSES

86-87 87-88

3010 Voyages/Travel	669.31	-----
3201 Voyages du personnel/Staff travel	626.49	600.00
4010 Timbres/Postage	243.39	183.02
4030 Appels interurbains/Long distance telephone	310.45	13.57
4110 Appareils de téléphone/Telephone rental	-----	477.07
4201 Fournitures et articles divers/Supplies and sundries	4,410.92	5,119.51
4273 Dépenses opérationnelles de maintien/ Operating maintenance and project charges	217.83	237.92
4282 Impression/Printing	388.12	175.43
4520 Service d'automatisation/Computing Services	-----	121.00
4711 Bases de données/Data base rental	3,677.97	2,651.45
4720 Photocopieuse/Photocopy equipment	1,202.20	1,257.42
4730 UTLAS	37,391.63	39,572.53*
5010 Maintien de l'équipement/Maintenance of equipment	1,707.49	1,295.00
6760 Formation-Académique/ Training-Academic	250.00	101.00
	<u>\$51,095.80</u>	<u>\$51,921.92</u>

Note:

- * _ Un montant de 1,315.69 est attribuable au secteur du catalogage de la "Cameron Library" puisqu'ils ont un sous-compte sous notre compte. Nous partageons ce compte pour prendre avantage du tarif uniforme qu'UTLAS offre à ses clients.
- _ An amount of \$1,315.69 is attributed to the Cataloguing section at the Cameron Library since they have a sub-account under our account. We share this account in order to take advantage of the flat rate offered by UTLAS to its clients.

BUDGET CAPITAL/CAPITAL BUDGET

Articles obtenus grâce au réseau des bibliothèques/Articles obtained through the Library System

1. Dix isoloirs pour salle d'étude/Ten study carrells for study room.
2. Deux bureaux pour secteur du prêt/Two desks for circulation area.
3. Un humidificateur pour secteur du prêt/One humidifier for circulation area.
4. Deux chauffrettes/Two electric heaters.
5. Un tableau d'affichage avec porte vitrée/One message stand with lockable glassdoor.
6. Une table à micro-ordinateur pour le secteur des acquisitions/One micro-computer table for the acquisitions area.
7. Un tabouret pour travail à l'ordinateur/One footrest for computer operator.
8. Peinture de la salle 165/Painting of room 165.
9. Frigo pour la salle de café/Fridge for coffee room.

Articles obtenus conjointement du réseau des bibliothèques et de la Faculté Saint-Jean Articles obtained jointly from the Library System and the Faculté Saint-Jean

1. Rénovations à la salle 023/Renovations to room 023
2. Rayons mobiles pour salle 023/Compact shelving for room 023

Articles obtenus grâce à la Faculté Saint-Jean et au Secrétariat d'Etat Articles obtained through the Faculté Saint-Jean and the Secretary of State

1. Micro-ordinateur Zenith moniteur, clavier français, modem, imprimante pour le secteur du catalogage/Zenith micro-computer, monitor, French keyboard, modem, printer, for the cataloguing unit.
2. Micro-ordinateur Zenith, moniteur, clavier français, modem, imprimante pour le secteur des acquisitions/Zenith micro-computer, monitor, French keyboard, modem, printer for the acquisitions unit.
3. Deux disques rigides IBM pour les micro-ordinateurs ci-haut/Two hard cards for the above micro-computers.
4. Un micro-ordinateur Sanyo, moniteur, clavier, modem, disque rigide, imprimante pour le bibliothécaire en chef/One Sanyo PC, monitor, keyboard, modem, hard disc, and printer for the Head Librarian.
5. Deux tables à micro-ordinateurs/Two micro-computer tables.
6. Trois sièges ergonomiques/Three steno posture chairs.
7. Trois amortisseurs de son/Three sound covers.
8. Deux carpettes anti-statiques/Two anti-static chairmats.
9. Installation de trois lignes de téléphone pour micro-ordinateurs/Installation of 3 telephone lines for micro-computers.
10. Logiciel Lotus 1-2-3/Lotus 1-2-3 software.
11. Logiciel PFS Professional File (version IBM)/PFS Professional File software (IBM version).
12. Logiciel Word Perfect (version française)/Word Perfect software (French version).
13. Lecteur de microfiches pour le secteur des acquisitions/Micron 785 microfiche reader for the acquisitions unit.

ANNÉE FISCALE 1987-88 FISCAL YEAR
RÉPARTITION DU BUDGET PAR DISCIPLINE
BUDGET ALLOCATION BY DISCIPLINE

MATIERES	MONTANT ALLOUE	MONTANT ENGAGE	DEPENSE	RESTE
HUMANITES ET BEAUX-ARTS				
Anglais	280.00		----	280.00
Art dramatique	150.00		181.16	- 31.16
Etudes religieuses	100.00		190.76	- 90.76
Français/Can.-Français	3,150.00		3,485.52	- 335.52
Lettres classiques	38.00		359.75	- 321.75
Musique	200.00		296.72	- 96.72
Philosophie	215.00		352.81	- 137.81
TOTAL	4,133.00		4,866.72	- 733.72
PEDAGOGIE				
Sauf curriculum	2,875.00		2,891.77	- 16.77
SCIENCES SOCIALES				
Anthropologie	110.00		203.37	- 93.37
Economie	83.00		364.81	- 281.81
Géographie	580.00		813.71	- 233.71
Histoire	286.00		860.33	- 574.33
Linguistique/L. Romane	96.00		244.74	- 148.74
Psychologie	775.00		805.12	- 30.12
Science politique	307.00		564.78	- 257.78
Sociologie	291.00		576.01	- 285.01
TOTAL	2,528.00		4,432.87	- 1,904.87
CONTINGENCE	---		-----	-----

REPARTITION DU BUDGET PAR DISCIPLINE
BUDGET ALLOCATION BY DISCIPLINE

MATIERES	MONTANT ALLOUE	MONTANT ENGAGE	DEPENSE	RESTE
SCIENCES				
Biologie/Entomologie	490.00		752.13	- 262.13
Chimie	429.00		471.90	- 42.90
Géologie	215.00		306.36	- 91.36
Mathématiques	190.00		331.93	- 141.93
Physique	140.00		306.55	- 166.55
TOTAL	1,464.00		2,168.87	- 704.87
BIBLIOTHEQUE				
Périodiques/ Commandes permanentes	24,000.00		20,637.60	3,362.40
Sources d'information documentaires	---		----	----
TOTAL	24,000.00		20,637.60	3,362.40
GRAND TOTAL	35,000.00		34,997.83	2.17

REMARQUES:

- 1) \$4,895.38 a été reçu l'an dernier du Secrétariat d'Etat. Cet argent a été transféré au budget de cette année. Il a été tout dépensé pour des outils de catalogage et de classification.
- 2) Un montant d'environ \$14,000.00 a été reçu de la Faculté (fonds du Secrétariat d'Etat) pour le programme en Education. Il a été tout dépensé.
- 3) Selon les chiffres de l'Université nous avons un déficit de \$278.18 pour cette année. Ce montant sera soustrait du budget annuel 1988-89.

**DONS A LA BIBLIOTHEQUE DE LA FACULTE SAINT-JEAN/
DONATIONS TO THE FACULTE SAINT-JEAN LIBRARY
1987-88**

1. Lise Belliveau-Simard	6 volumes	\$ 123.85
2. Thomas Bilodeau	77 volumes	1,303.30
3. Pierre Bokor	19 volumes	141.95
4. J.-A. Bour	2 volumes	11.90
5. Centre de Documentation	1 volumes	19.95
6. Centre International de Recherche sur le Bilinguisme	3 volumes	36.00
7. Diane DeLongchamp	2 volumes	20.90
8. Gilbert Delplanque	2 volumes	19.50
9. Hon. Juge Jules Deschênes	7 volumes	348.90
10. Dollard Desmarais	7 volumes	156.25
11. Myo Kapetanovic	27 volumes	420.50
12. Allen Kenny	20 volumes	238.65
13. Liliane MacCallum	27 volumes	336.05
14. P. Robberecht	41 volumes	435.05
15. Anonyme	20 volumes	355.05
16. Consulat de France (8 titres)	11 volumes	618.45
17. Bibliothèque, Université de Sherbrooke (459 titres)	<u>459 volumes</u>	<u>3,327.75</u>
Total	731volumes	<u>7,914.00</u>

DONATIONS TO THE FACULTE SAINT-JEAN
LIBRARY
1987-88

1. Lise Belliveau-Simard	6 volumes	\$ 123.85
2. Thomas Blodau	27 volumes	1,203.30
3. Pierre Bokor	19 volumes	141.95
4. J.-A. Bour	2 volumes	11.90
5. Centre de Documentation	1 volume	19.95
6. Centre international de Recherche sur le Bilinguisme	3 volumes	36.00
7. Diane Delongchamp	2 volumes	20.90
8. Gilbert Delplanque	2 volumes	19.50
9. Hon. Jude Jules Deschênes	7 volumes	248.90
10. Dollard Desmarais	7 volumes	156.25
11. Myo Kapestanovic	27 volumes	420.50
12. Allen Kenny	20 volumes	238.65
13. Liliane MacGillivray	27 volumes	336.05
14. P. Robberecht	41 volumes	432.05
15. Anonyme	20 volumes	352.05
16. Consulat de France (8 titres)	11 volumes	618.45
17. Bibliothèque, Université de Sherbrooke (459 titres)	459 volumes	7,327.75
Total	731 volumes	7,914.00